Turnitin Guide for Students

Turnitin is a program that checks the originality of papers. Any papers submitted to this program will be compared to billions of web pages, articles from databases, books, and other papers in its repository. Any phrases from the paper that are found in its database are highlighted with the source given showing what was used in the paper and from where.

Create a User Profile

Step 1 – Go to www.turnitin.com

Step 2 – Click on Create Account. Turnitin also has some tutorials including videos for more help and information. Click on the tab titled Support for those.

Step 3 – Select student under Create a user profile.

Step 4 – Complete the following form with your user information. Enter the class ID and class enrollment key given to you by your instructor. If you do not know it, contact your professor. Click on the I agree – create profile button after you read the user agreement to continue.
Create a New Student Account

Class ID Information
All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pin code are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID

Class enrollment key

User Information
Your first name

Your last name

Display names as
● First name (Space) Last name (example: John Smith)
● Last name (Space) First name (example: Smith John)
● Last name (No space) First name (example: Smith John)

Email address

Confirm email address

Password and Security
Please keep in mind that your password is case sensitive (for example, paSS!23 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).

Enter your password

Get these from your instructor

Use your CSS email

This can be whatever you want, but write it down as we can't help you if you forget it.
Submit Papers

Once you have created a user profile, the next time you want to use Turnitin, all you need to do is enter your email address and password and click on Log In on Turnitin’s homepage.

To enroll in any class at any time, click on the Enroll in a Class tab at the top. You will need the class/section ID and Enrollment password given to you by your instructor.

Click on the class name for which you would like to submit a paper.

Click on the links in the Info column to find out more about the assignment including special instructions from your instructor and a scoring rubric. Click on the Submit button to submit a paper for an assignment. Click on the View button to view the paper you have submitted. Click on the down arrow button to download your paper either as a Word doc or PDF.

Type in your title for your assignment and then click on the correct button to choose where you wish to find your assignment either in your K: drive, your computer’s hard drive, from Dropbox,
or from Google Drive just like you do when you send an attachment in an email. Then click on *Upload*.

You will now be asked if this is the paper you want to submit. Click on *Confirm* if it is or *Cancel* if you got the wrong one.
You will now get a digital receipt that proves you submitted your paper.

Assignment Inbox

You can click on the percentage number with the colored box next to it to see the originality report, which tells where Turnitin found content in your paper that matches websites, other students’ papers in its database, papers in paper mills, articles, and books.

Click on View to see Grademark and Peermark comments and listen to your instructor if they gave you an oral comment.

Note: Not all instructors allow students to see their originality reports or use Grademark or Peermark.
Sample Originality Report

If you have not cited this content correctly, this could be seen as plagiarism or as it states in the Student Handbook, the “misrepresentation of the work of others as one’s own” and you can lose credit for the assignment, course, or even be expelled from the College. Visit the Library or the Writing Center if you have any questions or concerns.

The percentage of originality is not as important as what the objectives for the assignment were and that outside resources are cited correctly in the paper. For example, a literature review largely consisting of outside resources cited correctly would have a high percentage, but this is okay as it is what the assignment requires and is academically honest. Conversely a reflection paper which should use no outside resources but where a paragraph is cut and pasted from a web site and not cited, would have a low percentage but would be both a poor paper and academically dishonest. The originality report does require some interpretation to make sure that what is found to be a match is both within the parameters of the assignment and is correctly cited.
Directions for Viewing and Printing Feedback in Turnitin

To be able to see both the instructor’s and fellow classmate’s feedback in Turnitin, click on the blue View button to view the instructor’s feedback and click on the gray Read Reviews button to see your fellow classmate’s feedback.

Click on the blue or purple bubble comments to read the full comment. To listen to your instructor’s comments, click on the play button in the Voice Comment column to the right.

Click on the Originality, GradeMark or PeerMark tabs at the top left to toggle between the other views of your paper.
To print out the instructor’s feedback, click on the print icon in the bottom left corner.

This will download and open a PDF document. Click on the bookmark icons to the left to expand the viewing options until you can see the General Comments and Instructor. You can now print these.

To print your fellow classmate’s paper, click on the word Print in the upper left-hand corner of the review.